

AARC initiates its programs in response to a community need. Non-profits, community groups and individuals may suggest a one time program that is relevant to AARC and PARD's mission, values and audience. Suggested programs are to be offered to the public free of charge and collaborators "volunteer" their services. The City of Austin and the Parks Department facility provides the resources for production and marketing of the program. If the suggested program meets the requirements and can be supported by its budget, the AARC may engage in a collaboration. Collaborations require a customized agreement outlining the terms of participation.

Individuals or organizations may submit the collaboration request along with any supporting materials to the AARC for consideration. Once your request is received AARC staff will review the form and will be in contact as soon as possible. Please note: The AARC is only able to accept a limited number of collaborations each year.

I. CONTACT INFORMATION	1					
NAME		TITLE				
MAILING ADDRESS		ORGANIZATION				
CITY		STATE ZIP CODE				
CELL PHONE		WORK PHONE				
E-MAIL		WEBSITE				
NATURE OF ORGANIZATIO	N CULTURAL		NON-PROFIT ORGANIZATION 501(C)(3)			
*CHECK ALL THAT APPLY	COMMUNITY GROUP		OTHER			
II. PROGRAM INFORMATIO	N					
PROGRAM TITLE						
TYPE OF PROGRAM *CHECK ALL THAT APPLY	CLASS/WORKSHOP		CULTURAL PERFORMANCE			
	LECTURE/SPEAKER		EXHIBITION			
	FILM SCREENING		OTHER			
PROGRAM DESCRIPTION						
HOW WILL THE EVENT BENEFIT THE PUBLIC?						
ADMISSION TYPE:	WALK-IN R	EGISTRATION	N RSVP			





III.PARTICIPANT/AUDIENCE P	ROFILE							
DESCRIBE YOUR								
WHAT OUTREACH METHODS WILL BE								
USED TO RECRUIT								
PARTICIPANTS?								
ESTIMATED AUDIENCE		AUDIE	NCE AGE:	YOUTH	I ADULT	SENIO	r All	
IV. SCHEDULING AND SPACE	INFORMATION	1						
PROGRAM START DATE:	/	/	PROG	RAM END	DATE:	/ /		
START TIME:	END TIME:		SETU	P TIME:		CLEAN-UP TI	ME:	
DAY OF SUNDAY THE WEEK:	MONDAY	TUESDAY	WEDNE	SDAY	THURSDAY	FRIDAY	SATURDAY	
PREFERRED SPACE(S):	LARGE MAIN	MEETING	ROOM (FOY	ER)	SECONDARY	MEETING ROOM	A (CONF. ROOM)	
	BALLROOM					TING ROOM(S))	
V. GOALS OF COLLABORATIO	THE GREAT L			E)	KITCHEN AC	CESS		
V. GOALS OF COLLABORATIO		VIISSION RI	ELEVANCE					
HOW DOES THE PROPOSED PROGRAM SUPPORT THE								
MISSION OF THE AARC?								
WHY DO YOU WANT TO								
COLLABORATE WITH THE								
CITY OF AUSTIN (AARC)?								
VI. ADMINISTRATIVE RESPON	ISIBILITIES							
WHAT WILL YOUR ORGANIZ								
PROVIDE IN ORDER TO SUPPO THE PROGRAM?	DRT							
WHAT SPECIFIC RESOURCE A								
NECESSARY FROM THE CITY AUSTIN (AARC) IN ORDER TO								
SUPPORT THE PROGRAM?								
V. E;9@3FGD7E								
PLEASE SUBMIT THE FOLLOW COLLABORATION REQUEST V		IAIL (PREFE	RRED)	aarc@aust	intexas.gov			
Signature	Date							
Thank you for your interest in	facility rentals	at the Asiar	n American R	esource Ce	enter. For any a	ditional questi	ons or concerns	
please conta	ct the center via				r by phone at (5			
VI. NOTES (OFFICE USE ONLY)								
SUBMISSION DATE:		AP	PROVAL DA	ΓE:				
E[fW? S`SYVøl3bboahS^	6	SfW	Divisio	on Manage	r Approval	[Date	